To,

Project Director
D-43/1 Shah rah – e- Ghalib
Lane 3 Block 2 Clifton, Karachi.

Subject: **Application for the post of HELPER**

Respected Sir,

In Daily "JANG" on 21-12-2022 this post is advertised by Govt. of Sindh for **donar funded project**. My Particulars are as under:

1. Name: Hafiz Muhammad Abid Hussain S/o. Muhammad Zahid
2. Permanent & Postal Address: Sector 5-G, House 12, Block 55, New Karachi Town, Karachi-Pakistan
3. Domicile: District Central Sindh (Karachi).
4. PRC: District Central Sindh (Karachi).
5. Date of Birth: 15-06-1990
6. CNIC.#: 42101-688041-1
7. Academic Qualification: Matric (Science) from Karachi Board.
8. Professional: Mobile Repairing (6-Month Diploma from Infra)
9. Experience: 3 Years working with private school management as helper
10. Contact #: 0332-7978536
11. Email: muhammadzahid9139@yahoo.com

In the light above mentioned facts I do hope that my humble request is considered and obliged me.

Yours faithfully

Hafiz Muhammad Abid Hussain s/o

Muhammad Zahid

Dated: ……

Covering Letter for the post of helper

Dear Mr. /Ms,

I am submitting this letter in response to the job position for the post of Helper post is advertised by Govt. of Sindh for **donar funded project**. I have three years of experience in providing assistance in a private school management. My work experience coupled with my commitment to being organized and up to date when it comes to completing the assigned work. I believe that I would be of significant use to your company.

In my current role as a helper I perform the following tasks and duties:

- Conducting students assembly with the help of PTI
- Conducting registration and examination form and deposited Karachi Board.
- Collecting material for practical's of IX and X classes.
- Help Head Teacher during the examination center of Board.
- Performed manual labor duties that were assigned by the Head Teacher.
- Unloaded, unpacked and arranged the textbooks that were delivered to school.

I am applying for this job. I am certain that I can exceed your expectations for this role.

Thank you for your time and consideration.

Sincerely,

Hafiz Muhammad Abid Hussain s/o

Muhammad Zahid

Dated: ……